
Nisus[®] Menu Reference

Version 3

N I S U S

*The Amazing Word Processor for the
Apple Macintosh[®]*



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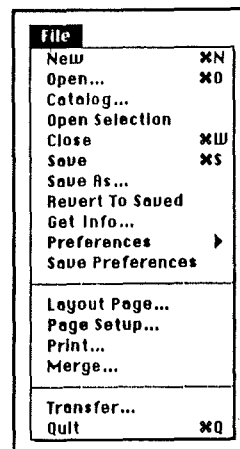
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File Menu

File Menu



New

Opens a new "Untitled" file.

Open...

Allows you to open files.

Catalog...

An alternative to **Open...**. Allows you to open one or any number of files.

Nisus® Only: Displays only the names of files created by Nisus.

Nisus® Readable: Displays names of all files readable by Nisus.

Nisus® Macro: Displays only the names of Nisus macro files.

Nisus® Glossary: Displays only the names of Nisus glossary files.

Nisus® Dictionary: Displays only the names of Nisus dictionaries, user dictionaries, hyphenation and thesaurus files.

Microsoft® Word: Displays only the names of Microsoft Word files.

MacWrite®: Displays only the names of MacWrite files.

All Files: Displays the names of all files.

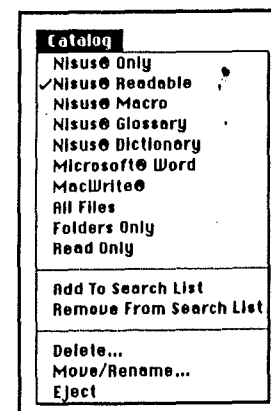
Read Only: Allows you to read a file opened in this mode, but does not allow you to change it.

Add To Search List: Adds files to your Search List, allowing you to search unopened files.

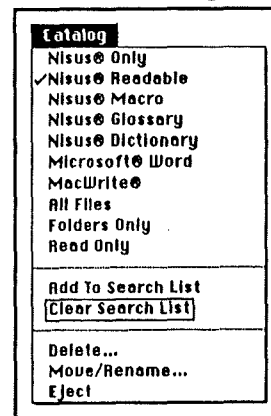
Remove From Search List: Removes selected files from your Search List.

Clear Search List: **Option** **Remove From Search List.** Removes all files from your Search List.


Delete...: Brings up a dialog that enables you to delete the selected file, without returning to the Finder.



Modified Catalog Menu



Option

Move/Rename  Brings up a dialog that enables you to move the selected file to another folder or rename it, without returning to the Finder.

Eject: Ejects the current disk from the drive, allowing a new disk to be inserted.

Modified File Menu

File	1	File	2	File	3	File	4
New	⌘N	New	⌘N	New	⌘N	New	⌘N
Open...	⌘O	Open...	⌘O	Open...	⌘O	Open...	⌘O
Catalog...		Catalog...		Catalog...		Catalog...	
Open Selection		Open Selection		Open Selection		Open Selection	
Close All	⌘W	Close All	⌘W	Close	⌘W	Close All Unchanged	
Save All Changed	⌘S	Save All	⌘S	Save	⌘S	Save All	⌘S
Save As...		Save As...		Save As...		Save As...	
Revert All Changed		Revert All Changed		Revert If Newer		Revert All Newer	
Get Info...		Get Info...		Get Info...		Get Info...	
Preferences	▶	Preferences	▶	Preferences	▶	Preferences	▶
Save Preferences		Save Preferences		Save Preferences		Save Preferences	
Layout Page...		Layout Page...		Layout Page...		Layout Page...	
Page Setup...		Page Setup...		Page Setup...		Page Setup...	
Print All		Print All		Print...		Print All	
Merge...		Merge...		Merge...		Merge...	
Transfer...		Transfer...		Transfer...		Transfer...	
Quit	⌘Q	Quit	⌘Q	Quit	⌘Q	Quit	⌘Q

1) Option

2) Shift-Option

3) ⌘Command

4) ⌘Command-Shift-Option

Open Selection

Opens files from within another document. Type the path to the file into your document. Later, select the "pathname" or "pathnames" and choose this command.

Close

Closes the current file, but does not quit the application.

Close All

Option **Close.** Closes all files, but does not quit the application.

Close All Unchanged

⌘Command **Shift** **Option** **Close.** Closes all unchanged files, but does not quit the application.

Save

Saves the current file, writing over what was previously saved. The previously saved file becomes the updated .bak file when Save .bak Files is set in the **Saving Files...** dialog accessed under the **Preferences** submenu.

Save All Changed

Option **Save....** Saves all changed files, writing over what was previously saved. The previously saved files become the updated .bak files.

Save All

Shift **Option** **Save.** Saves all open files, writing over what was previously saved. The previously saved files become the updated .bak files.

Save As...

Allows you to rename a file, switch folders or drives, or change the file type before saving. Saves as a new file rather than writing over the original one.

Revert To Saved

Reverts to the last saved version of the file, throwing away all new changes. If your document was changed, this brings up a yes/no warning dialog.

Revert All Changed

Option **Revert To Saved.** Reverts to the last saved versions of all open files, throwing away all new changes.

Revert if Newer

⌘Command **Revert To Saved.** If a file is modified and saved in another program while also open in Nisus, this command makes the current Nisus file conform to those new changes. Without this command, those changes made in the other program will never appear in the open Nisus file.

Revert All Newer

⌘Command **Shift** **Option** **Revert To Saved.** If files are modified and saved in another program while also open in Nisus, this command makes all open Nisus files conform to those new changes. Without this command, those changes made in the other program will never appear in the open Nisus files.

Get Info...

Gives information about the file: where located, when created and modified, size, number of characters, words, sentences, lines, paragraphs and pages, average word length, average number of words per sentence, maximum number of words per sentence, Flesch reading ease and reading grade level.

Preferences

Submenu allowing you to set customized preferences for your current document and customized default preferences for all new files.

Revert: Reverts to the preferences as they were originally shipped.

Start Up.... Sets Nisus Start Up options: show catalog, open new file, name new files "Untitled" and show Clipboard at start up.

Saving Files.... Sets options for saving: save .bak files, save after every (user defined #) key strokes and secondary disk save.

Editing.... Customizes the way text is handled in the editing window: intelligent cut and paste, enable fractional font spacing, use MacWrite Clipboard, auto indent, remove trailing blanks when typing, remove leading blanks when typing and set maximum number of undos.

Searching.... Sets default settings of the Find/Replace dialog: ignore case, whole word, wrap around, Normal, PowerSearch or PowerSearch+, and skip "Text Not Found" dialog.

Scrolling.... Controls automatic scrolling and the maximum scrolling speed: auto horizontal and vertical scrolling, scroll to keep 36 pixels in view and show horizontal scroll bar.

Measurement.... Deals with ruler dimensions and the info bar display of the cursor position.

Printing.... Specifies the default printer for deciding the printer limits used when no printer driver is selected in the **Chooser** dialog under the **Apple** menu. Also controls the order pages are printed.

Parentheses.... Sets the quotes and parentheses recognized by Nisus for the matching parentheses functions. Matching parentheses functions are located in the **Edit Tools** submenu under the **Tools** menu.

Dictionaries.... Used to specify default locations of the dictionaries. Specifies the dictionary, user dictionary, thesaurus and hyphenation file locations so that Nisus will know where to find them.

Menu Keys.... Enables you to set and remove command keys from menus, submenus and most pop-up menus.





Other Preferences Found In Other Menus


Line # Prefs.... Sets attributes of the line numbers. This preference is located in the **Display** submenu under the **Tools** menu.


Set Date & Page # Formats: Changes the manner in which date and page number variables are displayed for individual documents. Also sets the starting page number. This preference is located in the **Format** menu. Time is set in the **Control Panel** under the **Apple** menu.

Layout Page...

Previews the set up of your document. Controls parameters: margins, columns and page layout. The Layout Page may also be accessed by clicking on the Layout Page icon  in the scroll bar. A document may be viewed and edited with the

Layout Page next to it by clicking on the side-by-side icon  in the Layout Page scroll bar. A new menu called **Layout** appears when in the Layout Page mode.

Center: Centers the margins already set. There is also a Center icon  in the Layout Page info bar.

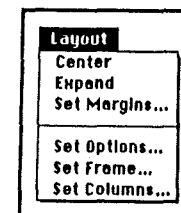
Expand: Expands the margins to the printer limits. There is also an Expand icon  in the Layout Page info bar.

Set Margins.... Calls up a dialog box allowing you to set margins, number of columns and column gutter width.

Set Options.... Sets options for margins, margin distances, margins for facing and 2-up pages and graphics limits.

Set Frame.... Sets the style and line weight of an optional page border.

Set Columns.... Sets the number of columns, column gutter width, and the line weight and length of an optional vertical line between columns.



Page Setup...

Sets paper size, orientation and position, the starting page number, options for printer effects, footnote placing, and the option for printing crop marks. LaserWriter: font substitution, text smoothing, graphics smoothing and faster bitmap printing. ImageWriter: tall adjusted, 50% reduction, no gaps between pages.

Print...

Calls up the Print dialog. Sets the number of copies, page numbers, paper source and page range (as numbered in document, odd & even, odd only, even only). Also gives the option for updating Cross References and Time & Date.

Print All

Option **Print....** Prints all open documents.

Merge...

Mail merge. Allows a main (letter) document to be merged with another which contains defined fields, for form letters.

Transfer...

Transforms the Catalog into a list of applications and folders which may be opened. It is an easy way to change to a different application without the use of MultiFinder. Quits Nisus.

Quit

Closes all files and quits Nisus.

Edit Menu

Undo

If you make a mistake in your document, this command enables you to undo your last action, and the one before, and the one before... until the end of your undo list. The number of undos in your undo list depends upon what was set in the **Editing...** dialog found in the **Preferences** submenu under the **File** menu. The higher the number, the more memory is used. The default setting is 300 and the maximum is 32,767.

Clear Undos...

Option **Undo**. Clears the Undo list. This allows you to free up memory if you are running low.

Redo

Redoes your last undo, and the one before, and the one before... until there is nothing left to redo. If, however, you edit the document (for instance by typing, deleting, etc.), the redo list will be cleared.

Cut

Cuts the selection to the current Clipboard, erasing anything already there. The selection will not remain in your document.

Append Cut

Shift **Cut**. Cuts the selection and adds it to what is in the current Clipboard. The selection will not remain in your document.

Copy

Copies the selection to the current Clipboard, erasing anything already there. The selection copied will also remain in the document.

Append Copy

Shift **Copy**. Copies the selection and adds it to what is in the current Clipboard. The selection copied will also remain in your document.

Clear Clipboards...

Option **Copy**. Clears all Clipboards.

Edit Menu

Edit	
Undo	⌘Z
Redo	
Append Cut	⇧⌘H
Append Copy	⇧⌘C
Swap Paste	⇧⌘U
Clear	
Select All	⌘A
UPPERCASE	
Toggle Case	
Capitalize	
Left 1 Space	
Right 1 Space	
Sort + spaces	
Break Lines +	
Zap Gremlins	
Show Clipboard	⌘SC
Set Clipboard (0)	▶

Modified Edit Menu

Edit 1		Edit 2		Edit 3	
Undo	⌘Z	Clear Undos...	⇧⌘Z	Clear Undos...	⇧⌘Z
Redo		Redo		Redo	
Append Cut	⇧⌘H	Cut	⇧⌘H	Append Cut	⇧⌘H
Append Copy	⇧⌘C	Clear Clipboards...	⇧⌘C	Clear Clipboards...	⇧⌘C
Swap Paste	⇧⌘U	Paste	⇧⌘U	Swap Paste	⇧⌘U
Clear		Clear		Clear	
Select All	⌘A	Select All Docs	⌘A	Select All Docs	⌘A
UPPERCASE		UPPERCASE		UPPERCASE	
Toggle Case		lowercase		Toggle Case	
Capitalize		Capitalize		Capitalize	
Left 1 Space		Move Left		Left 1 Space	
Right 1 Space		Move Right		Right 1 Space	
Sort + spaces		ASCII Sort		ASCII + spaces	
Break Lines +		Break Lines		Break Lines +	
Zap Gremlins		Zap Gremlins		Zap Gremlins	
Show Clipboard		Show Clipboard		Show Clipboard	
Set Clipboard (0)	▶	Set Clipboard (0)	▶	Set Clipboard (0)	▶

1) Shift

2) Option

3) Shift-Option

Paste

Inserts the contents of the current Clipboard into your document. When on the Text sheet it will paste at the insertion point. When on the Graphics sheets it will paste a graphic as a movable object. To paste text copied from the text sheet onto the Graphics sheets, click on the Text tool **T** and then click in your document. The text will paste in a text box with the current text attributes.

Swap Paste

Shift **Paste**. This swaps the selection with whatever is on the current Clipboard. The selection is cut to the current Clipboard while the contents of the current Clipboard are pasted into the document in place of the selection. On the graphics sheets, this pastes whatever is on your clipboard as a PICT.

Clear

Clears the selection but does not place it in a Clipboard.

Select All

When on the Text sheet, all text is selected. When on the Graphics sheets, all graphics with the current attachment attribute (Fix To Page or Move with ¶) are selected.

Select All Docs

Option **Select All**. Acts as **Select All** for all open documents. For all documents open on the Text sheet, all text is selected. For all documents open on the Graphics sheets, all graphics with the current attachment attributes (Fix To Page or Move with ¶) are selected.

UPPERCASE

Changes all selected text to uppercase characters.

lowercase

Changes all selected text to lowercase characters.

Toggle Case

(Shift) lowercase. Reverses the case of all selected text. Lowercase becomes uppercase and uppercase becomes lowercase.

Capitalize

Affects the first letter in the selection and in all words selected, making them uppercase.

Move Left

Moves the first line of a selected paragraph (defined by a return) to the previous tab. **Move Left** un-indents the first line of a paragraph.

Move Right

Moves the first line of a selected paragraph (defined by a return) to the next tab. **Move Right** indents first the line of a paragraph.

Left 1 Space

(Shift) Move Left. Moves the first line of a selected paragraph (defined by a return) one space to the left.

Right 1 Space

(Shift) Move Right. Moves the first line of a selected paragraph (defined by a return) one space to the right.

Sort ¶

Arranges paragraphs in alphabetical or numerical order. This is particularly useful for lists. Note: paragraphs end with a return character.

Sort + Spaces

(Shift) Sort ¶. Arranges paragraphs in alphabetical or numerical order, including Returns and non-displayable characters.

ASCII Sort

(Option) Sort ¶. Arranges paragraphs in ASCII order, numerals first, then uppercase characters, then lowercase characters.

ASCII + Spaces

(Shift) (Option) Sort ¶. Arranges paragraphs in ASCII order, including Returns and non-displayable characters.

Break Lines

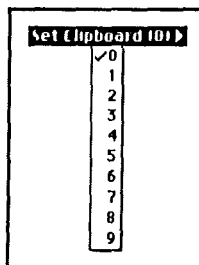
Places a return character at the end of each wrapped line, turning each line into a paragraph.

Break Lines +

(Shift) Break Lines. Places a return character at the end of each wrapped line and paragraph. This turns each line into a paragraph and adds a blank line after every paragraph already there.

Zap Gremlins

Characters produced using the Control or Option keys are deleted when choosing this command. This gets rid of all non-displayable characters that are not part of the text. Be careful, though. You may need some of the control or option characters (such as the bullet and forced page break) in your document.



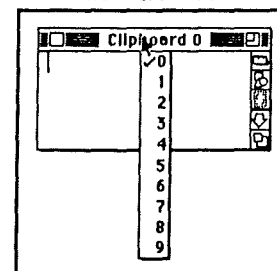
Show Clipboard

Shows the current Clipboard and allows you to edit its contents. To change the Clipboard you are viewing without leaving the window, simply choose the desired Clipboard from the **Set Clipboard** submenu under the **Edit** menu.

Set Clipboard (#)

Sets the current clipboard. The number in the parentheses is the number of the current Clipboard. The current Clipboard will have a checkmark ✓ before it. When the Clipboard is showing, you may access this submenu without entering the **Edit** menu. Hold down **(Option)** and click anywhere on the Clipboard window title bar. The **Set Clipboard (#)** submenu will pop down from the title bar wherever you click.

Set Clipboard (#) In Title Bar



Option

Tools Menu

Find/Replace...

Calls up the Find/Replace window which includes three Find modes: Normal Search, PowerSearch and PowerSearch+; and two Replace modes: Replace and Index (may be used for Index As). This window also includes six new menus specific to the Find/Replace PowerSearch functions. When in the Find/Replace window, a new menu called **Search Method** appears to the right of **Style**.

Find Next

(Shift) Find/Replace... Finds the next occurrence of the text in the Find box without bringing the Find/Replace window to the front.

Find All

(Option) Find/Replace... Finds all occurrences of the text in the Find box and selects them noncontiguously without bringing the Find/Replace window to the front.

Find in Selection

(Shift) (Option) Find/Replace... Finds all of the text in the Find box and selects it noncontiguously within the text selected in the document, without bringing the Find/Replace window to the front.

Replace

(% Command) Find/Replace... Replaces selected text with whatever is in the Replace box without bringing the Find/Replace window to the front.

Replace & Find

(% Command) (Shift) Find/Replace... Replaces a selection of text with whatever is in the Replace box, and then finds the next occurrence of the text in the Find box, without bringing the Find/Replace window to the front.

Replace in Selection

(% Command) (Option) Find/Replace... Replaces all of the text in the Find box with whatever is in the Replace box within the text selected in the document, without bringing the Find/Replace window to the front.

Tools Menu

Tools
Find/Replace... ⌘F
Copy to Find
Mark Text...
Jump To ▶
Cross Reference...
Update H-Reference
Spelling...
Thesaurus...
Hyphenate
Place Page...
Place New Page
Glossary ▶
Edit Tools ▶
Display ▶
Windows ▶
Macros ▶

Modified Tools Menu

Tools 1	Tools 2	Tools 3	Tools 4
Find Next ⌘F	Find All ⌘F	Find in Selection ⌘F	Replace
Copy to Replace	Copy to Replace	Copy to Replace	Copy to Replace
Mark Text...	Mark Text...	Mark Text...	Mark Text...
Jump To ▶	Jump To ▶	Jump To ▶	Jump To ▶
Remove H-Reference	Cross Reference...	Remove H-Reference	Cross Reference...
Update H-Reference	Update H-Reference	Update H-Reference	Update H-Reference
Spelling...	Spelling...	Spelling...	Spelling...
Thesaurus...	Thesaurus...	Thesaurus...	Thesaurus...
Hyphenate	Hyphenate	Hyphenate	Hyphenate
Place Page...	Place Page...	Place Page...	Place Page...
Place New Page	Place New Page	Place New Page	Place New Page
Glossary ▶	Glossary ▶	Glossary ▶	Glossary ▶
Edit Tools ▶	Edit Tools ▶	Edit Tools ▶	Edit Tools ▶
Display ▶	Display ▶	Display ▶	Display ▶
Windows ▶	Windows ▶	Windows ▶	Windows ▶
Macros ▶	Macros ▶	Macros ▶	Macros ▶

1) Shift

2) Option

3) Shift-Option

4) ⌘ Command

Tools 5	Tools 6	Tools 7
Replace & Find	Replace in Selection	Replace All
Copy to Replace	Copy to Replace	Copy to Replace
Mark Text...	Mark Text...	Mark Text...
Jump To ▶	Jump To ▶	Jump To ▶
Remove H-Reference	Cross Reference...	Remove H-Reference
Update H-Reference	Update H-Reference	Update H-Reference
Spelling...	Spelling...	Spelling...
Thesaurus...	Thesaurus...	Thesaurus...
Hyphenate	Hyphenate	Hyphenate
Place Page...	Place Page...	Place Page...
Place New Page	Place New Page	Place New Page
Glossary ▶	Glossary ▶	Glossary ▶
Edit Tools ▶	Edit Tools ▶	Edit Tools ▶
Display ▶	Display ▶	Display ▶
Windows ▶	Windows ▶	Windows ▶
Macros ▶	Macros ▶	Macros ▶

5) ⌘ Command-Shift

6) ⌘ Command-Option

7) ⌘ Command-Shift-Option

Replace All

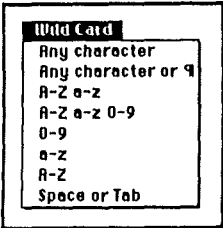
(% Command) (Shift) (Option) Find/Replace... Replaces all occurrences of the text in the Find box with whatever is in the Replace box without bringing the Find/Replace window to the front.

Find/Replace Window Menus

Menus accessible within the Find/Replace window in the PowerSearch mode.

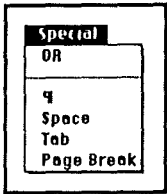
Wild Card: Contains metacharacters, which are used as wild cards. Wild cards match a range or collection of characters:

- Any character:** Matches any character except return.
- Any character or ¶:** Matches any character including a return.
- A-Z a-z:** Matches any alphabetic character or underline. That is, any letter A through Z, a through z, or _.
- A-Z a-z 0-9:** Matches any alphanumeric or underline. That is, any digits 0 through 9, any letter A through Z, a through z, or _.
- 0-9:** Matches any digit 0 through 9.
- a-z:** Matches any lowercase letter a through z.
- A-Z:** Matches any uppercase character A through Z.
- Space or Tab:** Matches either a space or tab character.



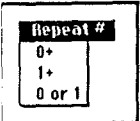
Special: Contains the OR metacharacter used to designate alternatives, along with the white space metacharacters:

- OR:** Allows you to specify alternatives in your pattern.
- ¶:** Matches a return character.
- Space:** Matches a space character.
- Tab:** Matches a tab character.
- Page Break:** Matches an explicit (forced) page break.



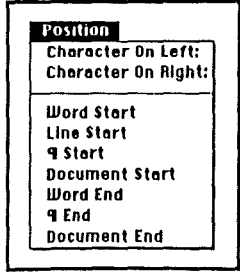
Repeat #: When chosen, these items indicate that the previous character in the pattern is to occur the following # of times:

- 0+:** The previous character may occur zero or any number of times.
- 1+:** The previous character may occur one or any number of times.
- 0 or 1:** The previous character may occur zero or one time.



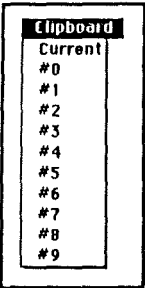
Position: Affects the position of the insertion point, rather than the text. Any replacement text will be put at the insertion point's new position.

Character On Left: A match is found for the character following this item. The insertion point is moved to the right of that character.



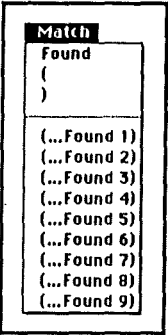
- Character On Right:** A match is found for the character following this item. The insertion point is moved to the left of that character.
- Word Start:** Moves insertion point to the beginning of the next word.
- Line Start:** Moves insertion point to the beginning of the next line.
- ¶ Start:** Moves insertion point to the beginning of the next paragraph.
- Document Start:** Moves insertion point to the beginning of the document.
- Word End:** Moves insertion point to the end of the next word.
- ¶ End:** Moves insertion point to the end of the next paragraph.
- Document End:** Moves insertion point to the end of the document.

Clipboard: Used in the replacement pattern, not the find pattern. Refers to the text or graphic last copied into the corresponding Clipboard.



Match: Contains the phrases which deal with matching patterns and expressions.

Found: Matches the last found and selected expression. Used in the replacement pattern, not the find pattern.




- (:** Left Parenthesis. Only useful in constructing find patterns. In PowerSearch, text matched by the parenthesized expression is remembered and can be later referred to as expressions one through nine. Used with **)** (Right Parenthesis).
-):** Right Parenthesis. See **(** (Left Parenthesis) above.
- (...Found 1)** through **(...Found 9):** Matches whatever each of the parenthesized expressions define. Helps to simplify the pattern for finding and replacing.

Search Method

This menu appears to the right of the **Style** menu when the Find/Replace window is open and in front.

- Find Text Only:** Searches for text without regard to attributes, and searches for any graphic rather than a particular one.
- Replace Text Only:** Replaced text takes on the same attributes (font, size, style) as the first character of the found text. If a graphic is part of the replacement pattern, the ASCII code 01 will show in place of the graphic.
- Search Active File:** Searches the front (current) file.
- Search All Open:** Searches all open files.



Search File List: Searches files in the search list. This can only be used when a search list has been created. To create a search list, choose **Catalog...** from the **File** menu, select the file names in the Catalog, and choose **Add To Search List**. Files in the search list are preceded by an eye icon .

Copy to Find

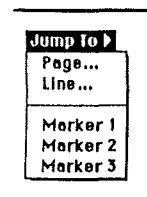
Enters selected text directly into the Find box without bringing the Find/Replace window to the front. This automatically turns on the **Find Text Only** command in the **Search Method** menu.

Copy to Replace

Shift **Copy to Find**. Enters selected text directly into the Replace box without bringing the Find/Replace window to the front. This automatically turns on the **Replace Text Only** command in the **Search Method** menu.

Mark Text...

Sets or deletes a marker. To set a marker, select the text or place the insertion point at the position you wish to mark. Then choose **Mark Text...** You then name the marker and click on **Set**. To delete a marker, choose **Mark Text...**, then choose the marker name you wish to delete from the **Jump To** submenu, and click on **Delete**. Markers are listed at the bottom of the **Jump To** submenu.



Jump To

Allows you to move around your document without the use of scroll bars. It moves the insertion point to a specific line, page, or marker. Choose **Line...**, **Page...**, or the marker name from the **Jump To** submenu in the **Tools** menu. Type the page or line number into the box of the dialog and click **OK** (or press **Return**).

Cross Reference...

This is used when you want to refer something to a particular page, line, paragraph, or marked text. Text to be Cross Referenced must be marked first, using the **Mark Text...** command in the **Tools** menu.

Remove X-Reference

Shift **Cross Reference...** Removes all Cross Reference links within the selection. Cross References to marked text becomes unlinked so that the text is editable. Cross References to page, line, page line, or paragraph numbers become the current page, line, page line, or paragraph number of the reference itself.

Update X-Reference

Updates all Cross Referenced text. This is necessary when text has been edited and Cross References have been used.

Spelling...

Brings up the Spell Checking window. The document to be edited must be open. If you click on **Start Checking**, it will check everything, starting from the insertion point. To check a word, type it in the box and click on **Check Word**.

Thesaurus...

Brings up the Thesaurus dialog. You may either select a word from your document to look up, or type in a word. It will give you the part of speech, the definition, synonyms and antonyms for that definition. To replace a selected word in your document, double-click on the synonym or antonym.

Hyphenate

Hyphenates all selected text, if the Nisus Hyphenation file is present. To unhyphenate a particular word or section, select it and choose **Hyphenate** again.

Place Page...

Calls up the Place Page dialog. Select the document you wish to place and click on **Place**. On the text sheet, the document is placed at the insertion point as a character graphic. You may crop and resize this just as you would any character graphic. On the graphics sheets, you may treat it as any other complex graphic. A Placed Page document, on any sheet, may be edited directly by double-clicking on the placed page graphic.

Place New Page

Places a document box which says: "Resize and double-click this box to edit." The new document opens to this size. If you want this to be editable, you will need to save the new document. After you have placed the new page this way, it will act the same as a placed page graphic from **Place Page...**

Glossary

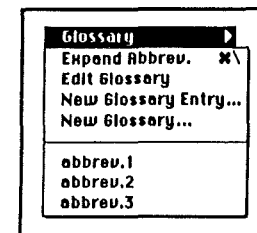
A submenu for editing glossary files. A glossary file contains user defined abbreviations which expand into user defined text and graphics. This simplifies the typing or pasting of commonly used phrases, names, graphics, etc. Glossary abbreviations are listed at the bottom of the **Glossary** submenu.

Expand Abbrev.: Expands the abbreviation to the left of the insertion point, or in the selected text. Abbreviations are defined by your Glossary definitions.

Edit Glossary: Accesses a new Glossary or the current one (if one exists). This allows you to start a Glossary or edit entries already in the current glossary.

New Glossary Entry...: Accesses the Glossary and allows you to add another entry.

New Glossary...: Allows you to form a new Glossary. You may have more than one Glossary, but only one can be used at a time.



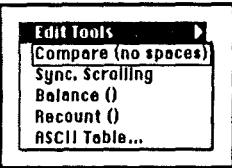
Edit Tools

Submenu for comparisons between two files, quotes and parentheses, and accessing the ASCII Table.

Compare: Checks two open files for differences. The insertion point jumps to the first difference.

Compare (no spaces):  **Compare.** Checks

Modified Edit Tools Submenu



Shift

two open files for differences not including multiple blank characters. The insertion point jumps to the first difference.


Sync. Scrolling: Synchronous scrolling allows you to scroll two open files at the same rate and time.

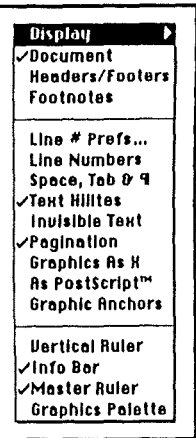
Balance (): Allows you to select the closest set of matching parentheses on either side of the insertion point. Place the insertion point inside the matching parentheses and choose **Balance ()** from the **Edit Tools** submenu. The parentheses and everything inside them will become selected.

Recount (): The information bar displays unbalanced parentheses in the right corner when Check Parentheses is set in the **Parentheses** preferences. This function updates that display when text is cut or pasted, or when the display is first turned on.

ASCII Table...: This displays the ASCII codes for all characters in any font in your system. You can double-click on a character or symbol to enter it into your document at the insertion point, or use copy and paste. In this way you may use hard-to-find characters that are necessary for your document. It also enables you to find out the ASCII code for a particular character.

Display

Submenu allowing you to display various things which are otherwise hidden. The checked  items are on display.



Document: Checked when in the Document window. Select this to return to the Document window when in the Headers/Footers or Footnotes windows.

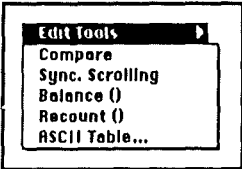
Headers/Footers: Select this to open the Headers/Footers window, if any headers or footers are present in the document.



Footnotes: Select this to open the Footnotes window, if any footnotes are present in the document.

Line # Prefs...: Sets attributes, font, size, style and numbering pattern of the line numbers.

Line Numbers: When checked, the line numbers appear on your document as specified in **Line # Prefs...**

Space, Tab & ¶: Puts a symbol for every space, tab, return and forced page break. This is useful for editing purposes.





Text Hillites: Highlights all Variable text (time, date, cross reference, etc.), Mark Index text, Index As... text and Mark Contents text, with a dotted  or dashed  box around each item.


Invisible Text: Makes all Invisible Style text visible. A variable box shows around it if **Text Hillites** is on. If printed while **Invisible Text** is checked, Invisible text will print. This does not change the fact that it is in Invisible. Choosing **Invisible Text** a second time will return it to its invisible state.




Pagnation: Displays page breaks. When this is not checked, page breaks are turned off and not acknowledged, displaying the document as one continuous page. (Graphics with the Text Wrap On attribute are not displayed as such when **Pagnation** is turned off.)


Graphics As X: Displays and prints graphics as a box with an X inside, for faster scrolling and printing while editing a document.


As PostScript®: Displays all graphics as they will print using a PostScript printer.

Graphic Anchors: Displays symbols to show where each graphic is attached. The symbol for a graphic which flows with a paragraph is a dashed line  extending from the graphic to the beginning of the paragraph to which it is attached. The symbol for a graphic attached to a page is a miniature page icon  attached to the left corner of the graphic.

Vertical Ruler: Shows a ruler extending vertically on the left side of the document window. The Vertical Ruler may also be accessed from the Vertical Ruler icon  on the left of the horizontal scroll bar.

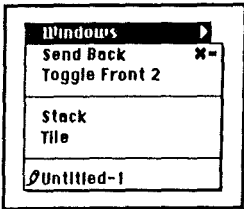
Info Bar: Located above the ruler. Shows the on-screen page/column number(s), the insertion point placement, the Change Indicator icon  and the Synchronized Scrolling icon . The Info Bar may also be accessed from the Info Bar icon  in the scroll bar.

Master Ruler: Shows margins, displays indents and tabs, line and paragraph spacing and paragraph justification for the current paragraph. The Master Ruler may also be accessed from the Master Ruler icon  in the scroll bar.

Graphics Palette: Puts you on the Graphics sheets, where graphics are created or pasted as objects or PICT's. Contains a graphics toolbox with patterns. Controls whether graphics wrap-around text or overlap, whether they are in front of or behind the text, and whether they attach to the page or flow with a paragraph. The Graphics Palette may also be accessed from the Graphics Palette icon  in the scroll bar.

Windows

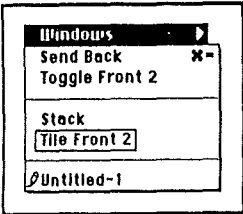
Submenu containing Nisus window controls, for use when multiple Nisus windows are open. You may also access this submenu without entering the **Tools** menu. The **Windows** submenu will pop down from the title bar when



you hold down **% Command** and click anywhere on a Nisus window title bar. This works on all Nisus windows except the Macros window.

Send Back: Sends the active window back behind all other open windows.

Modified Windows Submenu



Shift

Macros

Allows you to make, edit and write macros, which make repetitive or complex tasks very simple. You may access the Macro List part of this submenu without entering the **Tools** menu. Hold down **Option** and click anywhere on a Nisus window title bar. The Macro List from the **Macros** submenu will pop down from the title bar wherever you click. This works on the Document, Catalog, Find/Replace, Footnotes, Headers/Footers and Macros windows.

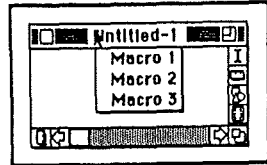
Record: Records every step made, key or mouse click, into a Macro file. Perform the actions you wish to record, and when you are finished, choose **Stop Recording....**

Stop Recording....: Shown in place of **Record** during recording. Choosing it halts the recording and calls up the Macro Name dialog.

Edit Macro...: Opens the current macro file. You can then scroll to the macro you wish to edit.

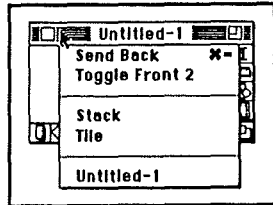
Execute Selection: Used to test each macro instruction. Select the text in the macro file and choose **Execute Selection**. This can also be used to test macro-like text in a document as if it were a macro.

Macro List in Title Bar



Option

Windows in Title Bar



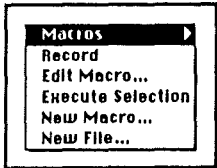
% Command

Toggle Front 2: Brings the window behind the active window to the front.

Stack: Arranges all windows in an orderly fashion, one on top of the other, so that all title bars are in view.

Tile: Fits all open windows into the available screen space without overlapping them.

Tile Front 2: **Shift** **Tile**. Fits the front two document windows into the available screen space without overlapping them.



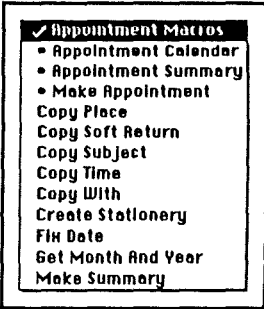
New Macro...: Calls up the Macro Name dialog. After you give your new macro a name, the Macro file will open with a space ready for you to type in a series of instructions.

New File...: Closes the current Macro file and creates a new, empty macro file. This should not be confused with the **New Macro...** command.

Macro Files

Appointment Macros

Macros which deal with organizing a personal calendar of appointments. Do not use the files which do not have a bullet in front of the name. They are necessary for the bulleted macros to function.



•**Appointment Calendar:** Creates an appointment calendar.

•**Appointment Summary:** Creates a summary of all appointments entered using the •**Make Appointment** macro.

•**Make Appointment:** Creates an appointment file for a specific day, month and year. Each appointment will appear in the calendar and summary.

Copy Place: Called upon in the main Appointment macros.

Copy Soft Return: Called upon in the main Appointment macros.

Copy Subject: Called upon in the main Appointment macros.

Copy Time: Called upon in the main Appointment macros.

Copy With: Called upon in the main Appointment macros.

Create Stationery: Called upon in the main Appointment macros.

Fix Date: Called upon in the main Appointment macros.

Get Month And Year: Called upon in the main Appointment macros.

Make Summary: Called upon in the main Appointment macros.

Macros For Creating

Macros which deal with creating, converting, copying and printing.

•**Symbols:** Used for copying symbols when making new macros. Left/right arrow, command/shift/option modifiers, delete key.

Add: Adds a selected column of numbers. Places result at bottom of column.

Address List...: Copies a list of addresses from any file, from the insertion point to the end of the file.

Calculate Selection: Evaluates the selected expression.

Convert -> Database: Merges all fields of a record by replacing the return characters with commas and each address will be in a separate paragraph.

Convert <- Database: Converts from a database format to one with each field in one paragraph. The database format assumes that each record is on one paragraph and fields are separated by commas.

Convert MSW Index: Converts Microsoft Word indexed entries into Nisus indexed selections.

Convert MSW ToC: Converts Microsoft Word contents entries into Nisus contents selections.

Copy Pathname: This macro copies the full pathname of the current document onto the Clipboard.

Count Paragraphs: This counts the number of paragraphs in the active window by counting the number of return characters that are preceded by a character other than return.

Count Sentences: This counts the number of sentence breaks, which are considered to be punctuation marks (., !, and ?).

Count Words: This macro counts the number of words in the document by replacing every word with itself.

Create Directory: This macro creates a directory by the name given in the current selection then displays that empty directory in the Catalog.

Create Macro: Takes the text of a set of macros in the current document beginning at the insertion point, and adds these macros to the current macro file.

Create Word List: This macro removes all duplicate words from a document and sorts the remaining words. Case is significant. Creates a new document.

Extract Phone List: Extracts names and phone numbers from addresses arbitrarily placed in files. Creates a list of names together with their phone numbers.

Extract References...: Searches the current file for all references to a user defined key phrase. The references are placed in a file with the name of "Ref <current time and date>."

Get Addresses: Finds all addresses of the form described in the macro Find Address and copies them to Clipboard 9.

Get Phone Num: Scans the current file, generating a list of names together with their phone numbers. Phone numbers are appended to Clipboard 9.

Get Ref: Searches the current file for all references to the key word specified in Clipboard 9. The references are placed in Clipboard 8.

InitNew <Inactive>: The purpose of this macro is to demonstrate the InitNew feature.

Insert My Ruler: Pastes the ruler, which is attached to the carriage return between the second set of double quotes of the Paste command.

Ligatures: This macro substitutes fi and fl in standard LaserWriter fonts with their equivalent ligatures.

Name:file>folder: Finds the first proper name at the top of a letter with any personal title that precedes it. It will then name the file with what it has found and place the file in a folder with that same name.

New Folder...: Prompts for a folder name and then creates a new folder by that name in the current directory.

Print Envelope: This macro prints an envelope with a return address.

Print NRA Envelope: Prints a "No Return Address" envelope.

Print with Ligatures: This macro replaces "fi" and "fl" by their equivalent ligatures and prints the entire document.

Restore Search List: Restores the search list. Needs the marker "Select RSL macro" in order to work.

Save Search List: Writes the Restore Search List macro, so that it will restore the search list in the Catalog when called.

Macros For Editing

Macros which perform editing functions.

Assign Marker: Assigns the selected text to the name of a marker, which marks the selection.

Capitalize Sentences: Capitalizes the beginning of each sentence.

Clear Current Clipboard: Clears the current clipboard.

CommandOption: This macro will put smart "quotes" around any selected text. It executes automatically when both the command and option keys are pressed while you double-click on that text.

End of Sentence: Moves the insertion point to the end of the next sentence.

Form Paragraph: Does the opposite of the Break Lines command. It forms one paragraph out of the selected paragraphs by replacing any intervening return character with a space.

Lower Subscripts: Changes all digits which follow an alphabetic within the selection to the Subscript style. Useful for writing equations.

NSpaces To Tab...: Converts groups of spaces at the beginning of a paragraph to tabs.

Number Bullets: Converts all bullets "•" at beginning of paragraphs in the selection to numbers. If there is no selection, it affects the whole document.

Option: Capitalizes the word under the insertion point when you hold the Option key while double-clicking.

Plain Numbers: Changes all the digits which follow an alphabetic within the selection to the Plain style.

Quote: Inserts opening quote if the insertion point follows a space, tab or return. Inserts closing quote if the insertion point follows any other character.

Raise Powers: Changes all digits which follow an alphabetic within the selection to the Superscript style. Useful for writing equations.

Renumber: Renumbers all numbers in selected region, starting with 1. If there is no selection, this is done from insertion point to end of the document.

Renumber ¶: Renumbers those paragraphs which already begin with a number. The starting number is the first one it finds after the insertion point. It will stop when it gets to the end of the document.

Remove Blank Lines: Removes all blank lines in the document.

Remove Keep on Same Page: Removes any Keep On Same Page attribute from all text in the document.

Remove Page Breaks: Removes all forced page breaks.

Remove Repeated ¶: Makes sure no groups of repeated paragraphs are in the current document. It will remove repeated lines of text.

Remove Trailing Blanks: Removes all spaces and tabs at the ends of paragraphs.

Select First 2 Lines of ¶: Selects the first two lines of the next paragraph (searching forward).

Select Last 2 Lines of ¶: Selects the last two lines of the previous paragraph (searching backward).

Smart Quotes: Replaces all single and double quotes with smart quotes, unless they refer to measures as in feet and inches.

Spaces To Tab: Converts spaces at the beginning of a paragraph to a tab.

Straight Quotes: Replaces all single and double smart quotes with single and double straight quotes, respectively.

Unbreak ALink Lines: Removes all blanks at the beginnings of paragraphs, then removes all returns not preceded by a return or an end of sentence or a colon. Works well for AppleLink messages.

Unbreak Lines: To unbreak lines in the selection only. It also replaces any sequence of three or more spaces with one tab.

Unhyphenate Proper Name: Finds every capitalized word and removes it from Hyphenate.

Widow & Orphan Control: Keeps the first two and last two lines of paragraphs together on the same page.

Zap Control Chars: Removes all Control characters (except Return).

Zip Code Order: Orders a document of addresses by zip code.

Macros For Indexing

Macros perform with indexing functions.

Merge Indexes: Merges two indexes together.

Sub Index: Converts multiple entries of the same heading in an index file to subindexes of the heading.

Macros For Locating

Macros which perform searching and Find/Replace functions.

Capitalize Sentence: Finds the beginning of a sentence (the space following any word with a period).

Copy Open Pathnames: Copies the full pathnames of all open documents onto the Clipboard.

Copy Pathname: Copies full pathname of current document to Clipboard.

Copy Search List Pathnames: Places the full pathnames of all the files on the search list in the Catalog on the current Clipboard.

Copy Subject Pathnames....: Prompts user for a subject name then looks through the search list files for that subject. If a file containing subject is found, its pathname is appended onto the clipboard and the search continues.

End of Sentence: Moves the insertion point to the end of the next sentence.

Find Address: Finds an address.

Find ASCII Code: Finds the ASCII value of the character selected in the front document by finding the character in the ASCII Table window.

Find Contents Selection: Finds text which is marked with Mark Contents.

Find Index Selection: Finds the text which is indexed with Mark Index.

Find Keep on Same Page: Finds text with Keep On Same Page attribute.

Find Phone Number: Finds the next phone number.

Find Repeated Word: Searches for repeated words and selects them.

Next Wrapped Line: Moves the insertion point to the beginning of the next wrapped line.

Macros For Outlining

Macros which perform outlining functions. Do not use the files which do not have a bullet in front of the name. They are necessary for the bulleted macros to function. Because these macros perform specific functions which relate to one another, instructions are included, following the last outlining macro.

• **Begin New Outline:** Creates a new outline. Used on a new document.

• **Add Thought:** Adds a new thought at the same level.

• **Beginning Thought:** Adds a new thought at the top level.

✓ Macros for Outlining

- • Begin New Outline
- Add Thought
- Beginning Thought
- Collapse All
- Collapse All +
- Collapse Thought
- Collapse Thought +
- Demote Thought
- Expand All
- Expand Thought
- Expand Thought +
- Go To Bottom
- Go To End
- Go To End +
- Go To Start
- Go To Top
- Number Outline
- Paste Thought Above
- Paste Thought Below
- Promote Thought
- Revert To Bullets
- Select All
- Select Outline Numbers
- Select Thought
- Select Thought +
- Sub Thought
- Super Thought
- Adjust Level
- Find End Of Thought
- Find First Thought
- Find Last Thought
- Find Start Of Thought
- Find To Same Level
- Prepare Thought
- z1Lev
- z2Lev
- z3Lev
- z4Lev
- z5Lev
- zErrLev

• **Collapse All:** Collapses every thought, at all levels.

• **Collapse All+:** Collapses every thought to its top level.

• **Collapse Thought:** Collapses the thought where the insertion point is.

• **Collapse Thought +:** Collapses the thought and its sub thoughts at the insertion point.

• **Demote Thought:** Moves the current thought one level down.

• **Expand All:** Expands the entire outline into view.

• **Expand Thought:** Expands the current thought.

• **Expand Thought +:** Expands the current thought and its sub thoughts.

• **Go To Bottom:** Goes to the bottom of the outline.

• **Go To End:** Goes to the end of the current thought.

• **Go To End +:** Goes to the end of the current thought's last sub level.

• **Go To Start:** Goes to the start of the current thought.

• **Go To Top:** Goes to the top of the outline.

• **Number Outline:** Numbers the headings of all the thoughts in the outline.

• **Paste Thought Above:** Pastes a copied thought above current thought.

• **Paste Thought Below:** Pastes a copied thought

below current thought.

• **Promote Thought:** Moves the current thought one level up.

• **Revert To Bullets:** Replaces all numbered thoughts with bullets.

• **Select All:** Selects the entire outline.

• **Select Outline Numbers:** Noncontiguously selects the heading numbers of the outline so that you can change the character attributes.

• **Select Thought:** Selects the current thought.

• **Select Thought +:** Selects the current thought and all its sub thoughts.

• **Sub Thought:** Adds a new thought one level down.

• **Super Thought:** Adds a new thought one level up.

Adjust Level: Called upon in the main Outlining macros.

Find End Of Thought: Called upon in the main Outlining macros.

Find First Thought: Called upon in the main Outlining macros.

Find Last Thought: Called upon in the main Outlining macros.

Find Start Of Thought: Called upon in the main Outlining macros.

Find To Same Level: Called upon in the main Outlining macros.

Prepare Thought: Called upon in the main Outlining macros.

z1Lev: Called upon in the main Outlining macros.

z2Lev: Called upon in the main Outlining macros.

z3Lev: Called upon in the main Outlining macros.

z4Lev: Called upon in the main Outlining macros.

z5Lev: Called upon in the main Outlining macros.

zErrLev: Called upon in the main Outlining macros

Using the Outlining Macros

Getting Started

The outlining macros allow you to create an outline anywhere in your document. You can have as many separate outlines as you like. To start an outline at the insertion point, choose • • **Begin New Outline** .

Each element of an outline is called a *thought*. Thoughts are placed in levels beginning with the top level, which is not indented. The bottom level is indented the farthest to the right. You can create 5 levels. There are 4 ways to add a new thought to your outline:

1. • **Beginning Thought:** begins a new thought at the top level.
2. • **Add Thought:** begins a new thought at the level of the thought where your insertion point is, the current thought.
3. • **Sub Thought:** begins a new thought one level down from the current thought.
4. • **Super Thought:** begins a new thought one level up from the current thought.

If you wish to change the level of a particular thought, place the insertion point in the thought and execute either • **Promote Thought** or • **Demote Thought** to increase or decrease the level.

⚠ *Do not use the outlining styles or named rulers directly to reposition a thought's level. Always use the **promote** and **demote** macros.*

All macros for outlining purposes are prefixed with a bullet (•). The other macros, without bullets, are auxiliary macros which are called as subroutines from other macros and are not to be run by you directly.

Outlining macros with a plus sign (+) apply the macro's operation to the current thought and all sub levels of the current thought. The macro • **Collapse Thought +**, hides the text of the current thought as well as all the text of the current thought's sub thoughts.

Hiding Thoughts From View

To hide a thought run one of the **Collapse** macros. A collapsed thought is indicated by the box style placed on the first line of text of the thought. To expand a thought, run one of the **Expand** macros.

Cutting, Copying and Pasting Thoughts

Thoughts can be cut, copied, pasted and moved, but you must always remember to use the • **Select Thought** macro to select the entire thought. This will guarantee that the rulers are selected properly.

Once a thought is selected, you can use the **Cut**, **Copy** and **Clear** commands of the Edit menu. You should only use the **Paste** command of the Edit menu when you are pasting over another thought that is selected. You can also paste a thought with the • **Paste Thought Above** or • **Paste Thought Below** macros that will paste a copied thought above or below the current thought.

Numbering the Outline

Number an outline with the • **Number Outline** macro. Change the font/size/style/color of the outline's numbers by first running the • **Select Outline Numbers** macro and then selecting the new font/size/style/color you want to apply from the respective character attribute menus.

To change the outline numbers to bullets (•), run the • **Revert To Bullets** macro.

☞ *Running the numbering macros will expose numbers that have been collapsed. This is not a bug. To hide the numbers again re-collapse the thoughts. Programmers may change the creation of the numbers by modifying the zLev macros.*

Moving Around

The **Go To** macros are positioning macros for jumping to other places in the outline. You can move to the beginning and end of the outline or thought.

Tips on Using Outlining Macros

It is possible to have collapsed text that is not shown in box style. To find such text choose the command **Invisible Text** from the **Display** submenu of the **Tools** menu, or run the • **Expand All** macro.

All outlines are made contiguous by named rulers. If you insert a new ruler "lev" must appear somewhere as a part of its name in order to maintain the continuity of the outline.

It is recommended that you assign command keys to the outlining macros to avoid having to select them from the Macros menu. If you must use the Macros menu you can quickly access it by clicking on the title bar of the document while pressing the Option key.

Specialized Macros

Macros which use the Nisus Programming Dialect rather than the Menu Dialect.

Constants: Global constants that can be used with the calculator.

Create Calendar: Creates a calendar for a given month and year.

Diagram Folder Structure: Creates a hierarchical listing of all folders names from the current folder displayed in the Catalog window.

Calculate Line: Evaluates any mathematical expression typed as a line of text. Supports all elementary math functions. Places the result on a new line below the expression.

User Dictionary Macros

Macros which deal with user dictionaries.

Add to User Dictionary: Adds words from a word list to the current User Dictionary.

Make User Dictionary List: Makes a list of all words in current user dictionary.

Remove from User Dict: Removes a list of words from the current user dictionary.

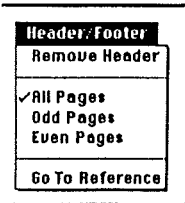
Format Menu

Insert Ruler

Inserts a ruler on the same line as the insertion point, if it is at the beginning of the line. Otherwise, a return will be added to the right of the insertion point and the ruler will be inserted on the new line.

Insert Header/Footer

Inserts a header or footer and then opens the Header/Footer window, which can be edited like any other text window. You may include graphics in the headers and footers. All Headers and Footers are shown in this window. This window has its own menu. To open the Headers/Footers window, choose **Headers/Footers** from the **Display** submenu under the **Tools** menu, or double click on a header or footer.



Remove Header/Footer: Removes a header or footer from the document. When the insertion point is in a header editing box, the menu will read **Remove Header**. When the insertion point is in a footer editing box, the menu will read **Remove Footer**.

All Pages: Places the header or footer on all pages of the document.

Odd Pages: Places the header or footer on odd pages of the document.

Even Pages: Places the header or footer on even pages of the document.

Go To Reference: Allows you to go to the paragraph to which that particular header or footer is attached.

Insert Footnote

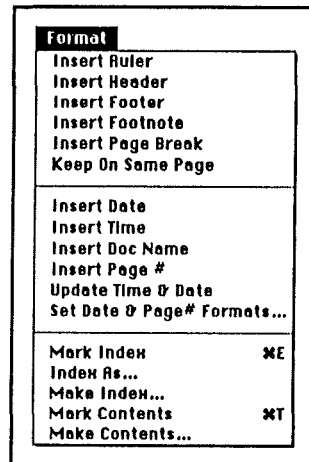
Opens the Footnote window which can be edited like any other text window. All footnotes are shown in this window. Footnotes are automatically numbered and always stay on the same page as the text to which they are attached, unless otherwise specified. This window has its own menu to the right of the **Style** menu.

Footnote Symbol: Allows you to choose which type of symbol to use for the footnotes: numbers, numbers followed by periods, asterisks, etc.

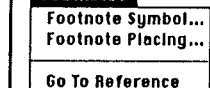
Footnote Placing: Controls the placement options of the footnotes, allows the option for endnotes, and controls the separator line.

Go To Reference: Allows you to go to the current footnote reference.

Format Menu



Footnotes



Insert Page Break

When choosing this command, the text immediately following the insertion point advances to the top of the next page. This is called a forced (explicit) page break.

Keep On Same Page

Groups the selection to always remain on the same page or column.

Insert Date

Inserts the variable date.

Insert Time

Inserts the variable time.

Insert Doc Name

Inserts the variable document name.

Insert Page

Inserts the variable page number.

Update Time & Date

Updates all time and date variables in the document.

Set Date & Page # Formats...

Changes the manner in which date and page number variables are displayed for individual documents. Time is set in the **Control Panel** under the **Apple** menu.

Mark Index

Highlights the selected text with a dotted box and remembers it as an index selection. To see the dotted boxes, choose **Text Hilites** from the **Display** submenu under the **Tools** menu.

Unmark Index

Select an indexed text entry or part of one and choose this function to remove it from the index. This command shows in place of **Mark Index** when the selection is marked as an index selection.

Remove from Index

(Shift) Mark Index. Select an indexed entry or a larger section of text and choose this function to remove all indexed text in that selection from the Index.

Index As...

Allows you to index the selection as any key word or phrase.

Remove Index

(Shift) INDEX AS... Select an Index As entry or a larger section of text and choose this function to remove all Index As text in that selection from the Index.

Make Index...

Builds an index out of the Mark Index and Index As selections. A dialog comes up and you can choose the number of columns, the page number position, the justification and other formatting options. The Index is a separate document from the one it originated from. If you edit the original document further, you may have to make a new index.

Mark Contents

Highlights the selected text with a dotted box and remembers it as a Contents selection. To see the dotted boxes, choose **Text Hilites** from the **Display** submenu under the **Tools** menu.

Unmark Contents

Select a contents text entry or part of one and choose this function to remove it from the Table of Contents. This command shows in place of **Mark Contents** when the selection is marked as an Index selection.

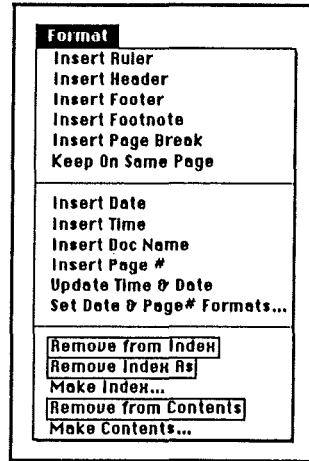
Remove from Contents

(Shift) Mark Contents. Select a contents entry or a larger section of text and choose this function to remove all contents text in that selection from the Table of Contents.

Make Contents...

Builds a Table of Contents out of the contents selections. A dialog comes up and you can choose the number of columns, the page number position and justification. The Table of Contents is a separate document from the one it originated from. If you edit the original document further, you may have to make a new Table of Contents.

Modified Format Menu



Shift

Font Menu

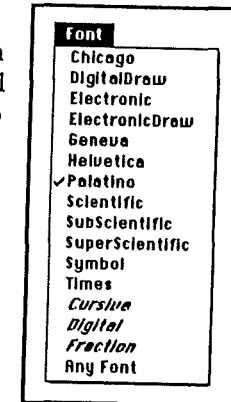
Italic Font Names

An italicized font in your **Font** menu means it is not in your system but has been used in your document. It will not appear on screen as that font, but you can use it to further edit your document. If you open your document on a computer using a system with that font, it will appear and print with that font. Otherwise, that font will print in Geneva.

Any Font

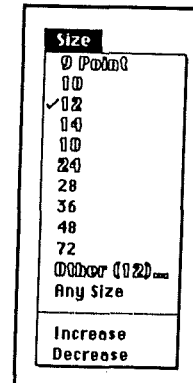
Used for **Find/Replace...** on the **Tools** menu, Clipboard files, Macro files and Glossary files. It represents any text regardless of font.

Font Menu



Size Menu

Size Menu



Other (#)...

Allows you to choose sizes not otherwise available on the **Size** menu.

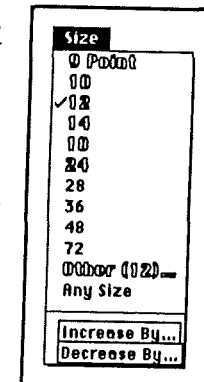
Increase/Decrease

Changes the font size of selected text in 1 point increments.

Increase By.../Decrease By...

(Shift) Increase or **(Shift) Decrease.** Changes the font size of selected text in user defined point increments.

Modified Size Menu



Shift

Any Size

Used for **Find/Replace...** on the **Tools** menu, Clipboard files, Macro files and Glossary files. It represents any text regardless of size.

Style Menu

+ Any Styles

Used for Find/Replace... on the Tools menu, Clipboard files, Macro files and Glossary files. It represents any text regardless of any additional unchecked styles.

More Styles

Submenu including the less usual styles for type.

Outline: Outlines characters, leaving the insides white.

Shadow: Outlines characters and puts a shadow under them.

Condense: Condenses characters: makes them look narrower.

Extend: Extends characters: makes them look wider.

Lower Underline: Underlines lower than the basic underline.

Dotted Underline: Underlines with a dotted line.

Word Underline: Underlines words but not spaces.

Superscript 2: Second level superscript. Moves the text up in relation to the first level superscript or subscript. Examples: x^{++} x_x^x

Subscript 2: Second level subscript. Moves the text down in relation to the first level subscript or superscript. Examples: x_{xx} x_x^x

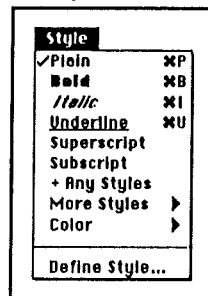
Strike Through: Puts a line through the characters.

Overbar: Puts a line above the ascent line of the characters.

Box: Puts a box around each word, separated by a space.

Invisible: Can be made visible and printable with **Invisible Text** in the Display submenu of the Tools menu. This style is good for making notes within your document that you want hidden for printing purposes.

Style Menu



Color


Submenu including an 8 color scale. Any Color is included for Find/Replace.... Color is recognized on black and white monitors.

Define Style...

This brings up a dialog where font, size and style attributes can be chosen and named as a single style. The user styles designed will appear at the bottom of the Style menu, ready to be used like regular styles.

Graphics Menu

The Graphics Menu

The Graphics menu appears to the right of the Style menu when Graphics Palette is chosen from the Display submenu under the Tools menu, or the Graphics Palette icon  in the vertical scroll bar is clicked.

Bring To Front/Send To Back

For graphics which overlap, these commands let you control which graphic is in front of or behind the other.

Group

Groups several selected graphics together as one. Simplifies moving, scaling and duplicating.

Ungroup

Ungroups selected graphics which have previously been grouped.

Set Wrap Border...

Sets the borders (in pixels or dots) to the right and left of a graphic which has the Text Wrap On attribute.

Scale...

Scales the selected graphic to a user defined percentage. Controls the option of whether to scale the pen and graphic text, as well as the graphic itself.

Quick Scale

Shift Scale.... Scales the selected graphic to the percentage defined in the Scale... dialog, without entering the dialog.

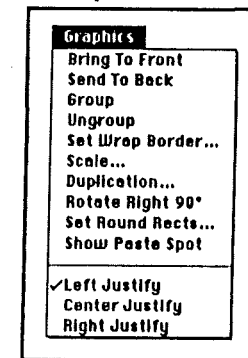
Unscale

Option Scale.... Unscales a scaled graphic, as long as it is the original graphic which was scaled in Nisus. Unscaleable graphics include those drawn with the polygon tool, the Freehand Drawing tool and PICT's. Does not unscale copies of scaled graphics.

Duplication...

Duplicates the selected graphic to a user defined number. Controls where the duplicates are pasted in relation to the original and each other.

Graphics Menu



Quick Duplicate

Shift Duplication.... Duplicates the selected graphic to that defined in the **Duplication...** dialog, without entering the dialog.

Rotate Right 90°

Rotates a graphic 90° to the right.


Rotate Left 90°

Shift Rotate Right 90°. Rotates a graphic 90° to the left.

Unrotate

Option Rotate Right 90°. Unrotates a graphic which was rotated in Nisus.



Set Round Rects...

Dialog used to change the curve of the corner of the Rounded Rectangle tool . (You can also double-click on the Rounded Rectangle tool to access this dialog.)



Show Paste Spot

Shows a corner marker "f" on the top left corner of where the next graphic will be pasted. It is located at the last place you clicked in the document.



Left Justify

When you are using the Text tool  on the Graphics Palette, this command left justifies your text .

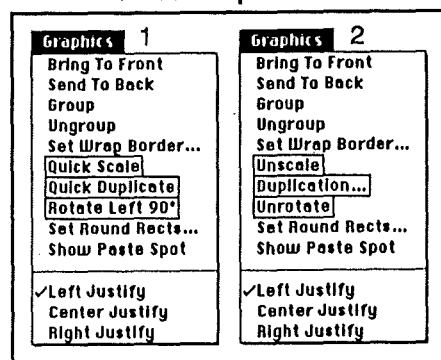
Center Justify

When you are using the Text tool  on the Graphics Palette, this command center justifies your text .

Right Justify

When you are using the Text tool  on the Graphics Palette, this command right justifies your text .

Modified Graphics Menu



1) Shift

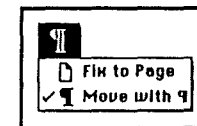
2) Option

Graphics Palette




Graphic Anchors

A pull-down menu determining whether a graphic is fixed to a page or attached to a paragraph. To show graphic attachment, choose **Graphic Anchors** from the **Display** submenu under the **Tools** menu.

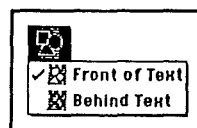



Fix to Page : Fixes the graphic to a page.


Move With ¶ : Attaches the graphic to a paragraph. The graphic moves with the paragraph as the text is edited. If the paragraph to which the graphic is attached is deleted, the graphic will also be deleted. If the paragraph is copied, the graphic is also copied.

Graphics Sheets

A pull-down menu determining whether a graphic is on the **Front of Text** sheet or the **Behind Text** sheet.




Front of Text : One of the two graphics sheets. The graphics with this attribute lie over (in front of) the text.


Behind Text : One of the two graphics sheets. The graphics with this attribute lie under (behind) the text.

Text Wrapping

A pull-down menu determining whether text wraps around or flows through a graphic.





Text Wrap On : Text wraps around a graphic with this attribute. There is a user defined Wrap Border to the right and left of the graphic. It is defined using the **Set Wrap Border...** dialog found in the **Graphics** menu.

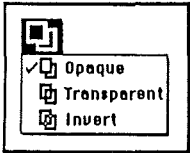
Text Wrap Off : Text flows through the graphic, rather than wrapping around it.


Transfer Mode

A pull-down menu determining whether a graphic is in the Opaque, Transparent or Invert mode. Invert will not print on a PostScript® printer.

Opaque : Graphics with this attribute are opaque. Set all graphics to this attribute when printing using a PostScript printer. To make a graphic transparent while in the Opaque mode, set the fill pattern to None (N).

Transparent : Graphics with this attribute are transparent, but do not print as such when using a PostScript printer. PostScript does not support the Transparent mode.



Invert : Wherever two graphics of the same color intersect, they will invert at those places. They do not print as such when using a PostScript printer. PostScript does not support the Invert mode.

Tool Palette

Selection tool, Line tool, Arrow tool, Bidirectional Arrow tool, Arc tool, Text tool, Rectangle tool, Rounded Rectangle tool, Oval tool, Polygon tool and Freehand Drawing tool.



Pen Size Selector

Determines the line weight of the pen.



Fill Pattern Selector

Determines the fill pattern of an object graphic.



Pen Pattern Selector

Determines the pen pattern of an object graphic.



Black, White and None (N) Patterns

For use with the Fill/Pen Pattern Selector. None (N) is transparent.



Pattern Scroll

Scrolls the Pattern Palette in either direction.

Pattern Palette

Patterns for fills and lines.

